

With reference to the entry into force of Regulation (EC) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the abrogation of Directive 95/46 / EC (hereinafter referred to as "GDPR"), we provide the following information in the performance of the obligation imposed by Article 13 of the GDPR.

- 1) The administrator of your personal data (hereinafter referred to as the "Administrator") is Warsaw Creatives spółka z o.o spółka komandytowa based in Warsaw at Puławska 111a street/ 25, 02-707 Warsaw entered into the register of entrepreneurs kept by the District Court for the capital city of Warsaw in Warsaw, Commercial Department XIII of the National Court Register under the number KRS 0000528567; tax identification number: 5213682492,
- 2) You can contact with the Administrator in writing via traditional mail, by writing to the above-mentioned address, or by email, to the following address:
info@warsawcreatives.com
- 3) Your personal data is processed by the Administrator in one or several of the following purposes:
 - a) provision of ordered services (basis: Article 6 (1) (b) of the GDPR);
 - b) compliance with fiscal and accounting obligations (basis: Article 6 (1) (c) of the GDPR);
 - c) determination, investigation and defense in the event of mutual claims (basis: Article 6 (1) (f) of the GDPR);
 - d) payments (basis: Article 6 (1) (b) of the GDPR);
 - e) marketing (basis: Article 6 (1) (f) of the GDPR);
 - f) analytical (basis: Article 6 (1) (f) of the GDPR);
 - g) statistical (basis: Article 6 (1) (f) of the GDPR);

Providing personal data is voluntary, but necessary to use the services provided by the Administrator due to the nature of these services.

- 4) The legal basis for data processing by the Administrator is:
 - a) Art. 6 (1) (b) of the GDPR , i.e. the necessity of processing to perform the contract to which you are a party;
 - b) art. 6 (1) (c) of the GDPR, i.e. the necessity to fulfill the legal obligation of the Administrator (eg storing VAT invoices in order to fulfill fiscal obligations);
 - c) Art. 6 (1) (f) of the GDPR, i.e. the necessity of processing for purposes resulting from legitimate interests pursued by the Administrator or by a third party, in particular marketing and promotion of products offered by the Administrator (for example direct marketing and investigation and defense in the event of mutual claims);
 - d) Art. 6 (1) (a) of GDPR i.e. your consent to the processing of your personal data.

- 5) The Administrator uses the services of other entities in its activity, and in justified cases transmits your personal data to the following recipients:
 - a) IT system operators,
 - b) Payment system operators,
 - c) Operators of email marketing systems,
 - d) Courier companies and Polish Post,
 - e) Law offices,
 - f) Accounting firms
- 6) Your personal data is not transferred to third countries, i.e. outside the European Economic Area (EEA) or to international organizations.
- 7) The Administrator does not process specific categories of personal data, i.e. personal data revealing racial or ethnic origin, political views, religious or ideological beliefs, trade union membership, genetic data, biometric data of an unidentified individual or data on health, sexuality or sexual orientation of that person ; nor personal data about convictions, violations of law or related security measures.
- 8) Your personal data is processed by the Administrator for the time necessary to achieve the goals referred to in point. 3, and also until the expiration of the period of limitation of any claims related to the performance of the contract or until the data storage obligations resulting from the law expire, and in the case of marketing consent - until it is withdrawn.
- 9) In connection with the processing of your personal data, you have the right to:
 - a) access to your personal data,
 - b) rectification of your personal data,
 - c) deleting your personal data,
 - d) limitations on the processing of your personal data,
 - e) object to the processing of your personal data,
 - f) transferring your personal data,
 - g) lodging a complaint to the supervisory body.

At the same time, I would like to inform you that under the terms of art. 12 of the GDPR The Administrator of your data without unnecessary delay, however not later than within one month, provides information on the actions taken in connection with the possible implementation of the above rights.

- 10) if the processing of your data is based on your consent, you have the right to withdraw your consent at any time.
- 11) In the event that the Administrator processes your personal data based on your legitimate interest (for example for marketing purposes), it will no longer process them for the purposes indicated, if you object to such processing.
- 12) You can use the rights indicated in point 9 above, in particular, by:
 - a) by e-mail, to the following address: info@warsawcreatives.com
 - b) in writing, to the following address: Warsaw Creatives spółka z o.o. spółka komandytowa ul. Puławska 111a lok.25, 02-707 Warsaw.
- 13) The Administrator does not take automated decisions against you based on your personal data, including decisions resulting from profiling.

- 14) The Administrator uses technical and organizational measures to ensure that personal data being processed is adequate to the risks and categories of data protected, in particular, protects data from unauthorized access, unauthorized removal, processing in violation of applicable laws and changes, loss, damage or destruction.
- 15) If you become aware of your personal data being unlawfully processed by the Administrator, you have the right to lodge a complaint with the supervisory authority competent for the protection of personal data.